

CE COURSE RENEWAL APPLICATION

RE 314 (Rev. 4/12)

COURSE INFORMATION		DRE USE ONLY	
COURSE NUMBER	EXPIRATION DATE	OFFERING TYPE	COURSE #
CREDIT HOURS	CATEGORY	<input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> FH <input type="checkbox"/> TF <input type="checkbox"/> RM <input type="checkbox"/> CP <input type="checkbox"/> CS <input type="checkbox"/> S-6 <input type="checkbox"/> S-8	
COURSE TITLE		PRESENTATION METHOD	HOURS

RENEWAL INFORMATION	
<p><i>DRE Use Only</i></p> <p>➤ Please read all instructions and information on reverse side before completing this application.</p> <p>➤ Please include a current telephone number, email address, and Web site.</p>	

1. NAME OF SPONSOR/SCHOOL _____

ADDRESS	TELEPHONE NUMBER
CITY	STATE
ZIP CODE	
PRIMARY EMAIL ADDRESS	WEB ADDRESS

2. METHOD OF PRESENTATION (CHECK APPROPRIATE BOX)

☐ LIVE/CLASSROOM ☐ CONFERENCE/SYMPOSIUM ☐ CORRESPONDENCE ☐ INTERNET ☐ WORKSHOP

3. IF INTERNET COURSE (CHECK APPROPRIATE BOX)

☐ ENTIRE COURSE ☐ ENTIRE COURSE AND FINAL EXAM ☐ FINAL EXAM

4. HAVE YOU MADE A MATERIAL CHANGE TO THE OFFERING SUCH AS A CHANGE IN CURRICULUM, COURSE LENGTH, TEXTBOOKS, WORKBOOKS, SYLLABI, OR METHOD OF PRESENTATION? [REFER TO MATERIAL CHANGE DEFINITION ON REVERSE SIDE.]

☐ YES ☐ NO IF YES, EXPLAIN _____

5. IS THE FINAL EXAM ADMINISTERED DURING THE COURSE APPROVAL HOURS?

☐ YES ☐ NO IF YES, HOW MUCH TIME IS ALLOTTED FOR THE FINAL EXAM? _____

6. DO YOU VERIFY IDENTIFICATION BY PICTURE ID PRIOR TO ADMITTANCE FOR A LIVE OFFERING OR PRIOR TO ADMINISTERING THE FINAL EXAM FOR A CORRESPONDENCE OFFERING?

☐ YES ☐ NO IF NO, EXPLAIN _____

7. SECONDARY CONTACT AUTHORIZATION — LIST THE NAME OF ANY INDIVIDUAL (OTHER THAN THE APPLICANT) WHO IS AUTHORIZED TO ACT ON BEHALF OF YOU OR YOUR ENTITY IN FUTURE CORRESPONDENCE REGARDING YOUR CONTINUING EDUCATION OFFERING(S). NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT. OBTAIN SIGNATURE AND PHONE NUMBER OF EACH PERSON LISTED.

Printed Name	Signature	Telephone Number	Email Address
		()	
		()	
		()	

Certification

The undersigned applicant hereby certifies under penalty of perjury that all statements made in this renewal application are true and nothing has been withheld which would influence a complete evaluation of this offering. Also, unless noted above, there has been no material change in the content and length of the offering previously approved.

The undersigned further certifies that any updates to the course material resulting from statute, regulation or decisional law changes have been made to the course material and all statutory and regulatory continuing education requirements will be complied with fully.

SIGNATURE OF PRIMARY CONTACT	DATE
PRINTED NAME OF PRIMARY CONTACT	TITLE OF PRIMARY CONTACT

Renewal information

- ❖ The offering title and expiration date are shown in the Course Information area.
- ❖ Use this form only to apply for renewal of the course offering listed on the front of this application.

This form may not be used to renew an offering on a late basis, or as an original offering application.

- ❖ This form must be received by the DRE's Education Section 90 days prior to the expiration date shown in the Course Information area. A new Offering Approval Application (RE 315), fee, and all supporting material is required for applications received after the expiration date.

- ❖ **Renewal Fees**

\$500 for courses of three hours or more in duration

\$350 for courses of less than three hours in duration

- ❖ Type or print clearly in ink.
- ❖ If your renewal application is approved, a new approval certificate will be issued for a two year period. The new approval certificate will have a new eight-digit approval number.

Upon approval, the effective date of renewal will be the date following the expiration date of your current certificate.

Do not use the new course approval numbers until the effective date of the renewal certificate.

Material change definition

“Material change” means a significant deviation, in one or more aspects, from the offering as approved by the Department, including a change in curriculum, course length, textbooks, workbooks, final exam, syllabi, or method of presentation, but not including changes designed exclusively to reflect recent changes in statutes, regulations or decisional law.

If you have made a material change to the previously approved offering, do not complete this renewal application. You must submit a new application, fee, and all offering material as with an original application.

Final examination requirements

Please see current final examination requirements under Commissioner's Regulation 3007.3 and on form RE 312. Additional exam information can be found on the Sample General Information Page (RE 308).

Current and up-to-date course material

The course sponsor is responsible for making sure the course material presented to the participant is current and up-to-date. Sponsor should review the course material and make any necessary changes to the statutes, regulations, or decisional law cited in the material and submit it to the Department for review prior to use, along with a signed authorization for use of copyrighted material.

Changes to course material to only update statutes, regulations, or decisional law do not constitute a “material change” to the offering.

Commissioner's Regulation Compliance

To demonstrate compliance with current Commissioner's Regulations and to avoid potential delays, all sponsors renewing a course expiring after 12/31/2010 should submit copies of the following documents:

- Final examination(s) with answers identified and corresponding page references to instructional material for each question.
- RE 308 General Information Page.
- RE 302 Course Completion Certificate.
- RE 335 CE Instructor Certification and substantiation.
- Course textbook.
- Timed course outline (3 pages per credit hour with an average word count of 200 words per page).
- For correspondence courses, copies of the examination instructions to monitors and students.
- Incremental assessments (i.e. quizzes) for correspondence courses.
- For correspondence courses or packages exceeding 15 hours, provide an explanation how the final exam is administered.

Acceptable payment methods

Cashiers' check, money order, check or credit card.

- ❖ Make check or money order payable to: **Department of Real Estate**
- ❖ Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mailing information

- ❖ Mail completed application and renewal fee to:

Department of Real Estate
Education Section
P.O. Box 187009
Sacramento, CA 95818-7009

- ❖ Or hand deliver to:
2201 Broadway, Sacramento

Future renewals

The Department requires the application to be submitted to the DRE Education Section **90 days prior** to the expiration date of the offering. Since it is the sponsor's responsibility to apply for renewal within the time frame, it is suggested that you establish a call-up procedure for your next renewal.